

# FHWA Civil Rights Connect

## FHWA Civil Rights Connect Recipient User Guide & Training



# FHWA Civil Rights Connect

## Contact Information

**General Questions & Assistance:** Contact your FHWA Division  
Civil Rights Specialist

**System:** <https://FHWA.CivilRightsConnect.com/>

**Technical Support:** Use Help Desk link in system

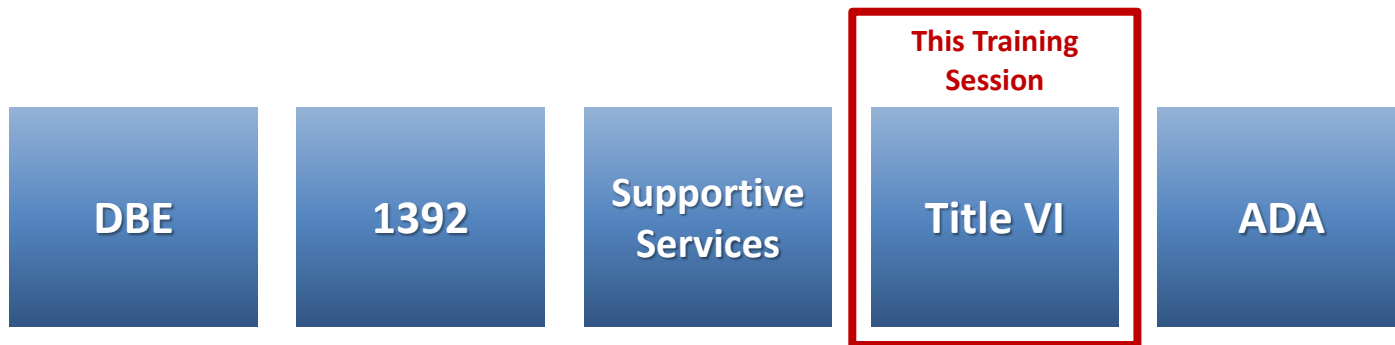


# Agenda

- Overview
- Title VI Module

# Overview

- **PURPOSE:** Streamline the reporting submission process for State DOTs to FHWA
- This is a new system for FHWA, being developed over a two year initial engagement to configure and deploy 5 functional modules:



# Overview

- FHWA Civil Rights Connect is a “hosted system” maintained by B2Gnow.
- The system is available 24 hours a day, 7 days a week.
- The system can be accessed from any Internet connected device using a standard browser (Chrome, Firefox, Safari, IE).
- All data reported to the system is owned by FHWA.
- Send feedback and suggestions to your FHWA Division Civil Rights Specialist.

# Security

- The system is secure, requiring password access to all data.
- All communications between your computer and the system are encrypted.
- Users must never share accounts or account access information.
- Never share your password with anyone else.
- This is a stand-alone system that does not interface or connect with existing state data collection systems.

# Training Materials

- Please refer to prior training guides and videos for information about
  - System Access
  - System Familiarization
  - Profile Management
  - Getting Support
- All training materials are posted to your dashboard and can be accessed at any time.
- This training is focused on the Title VI Module.

# FHWA Civil Rights Connect

## TITLE VI MODULE

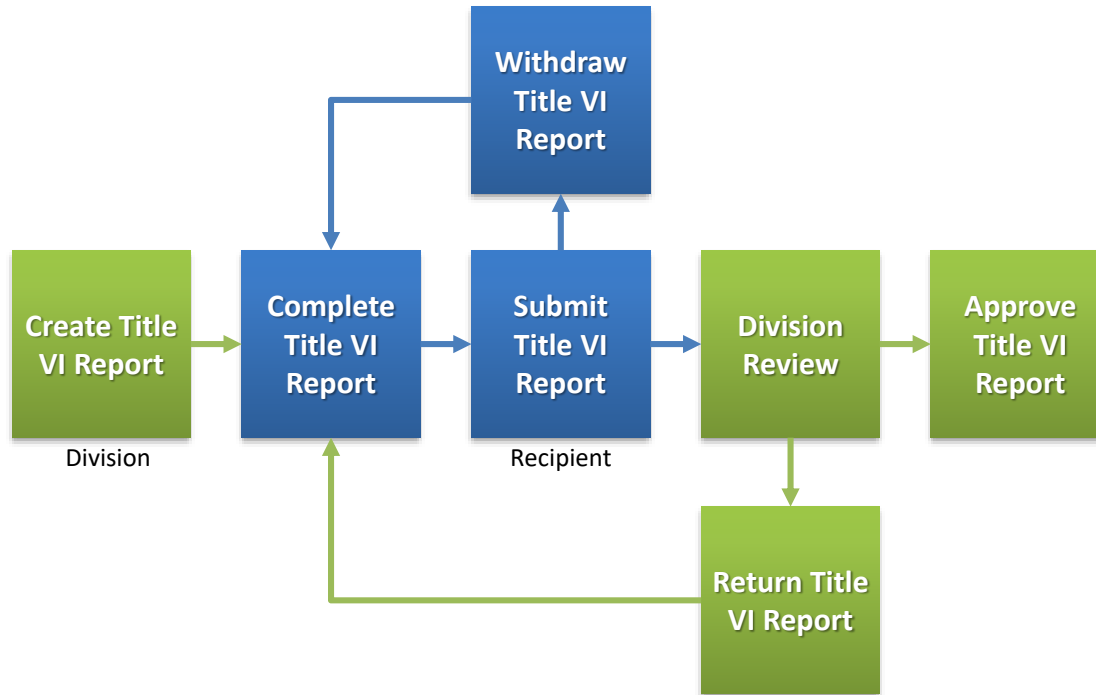




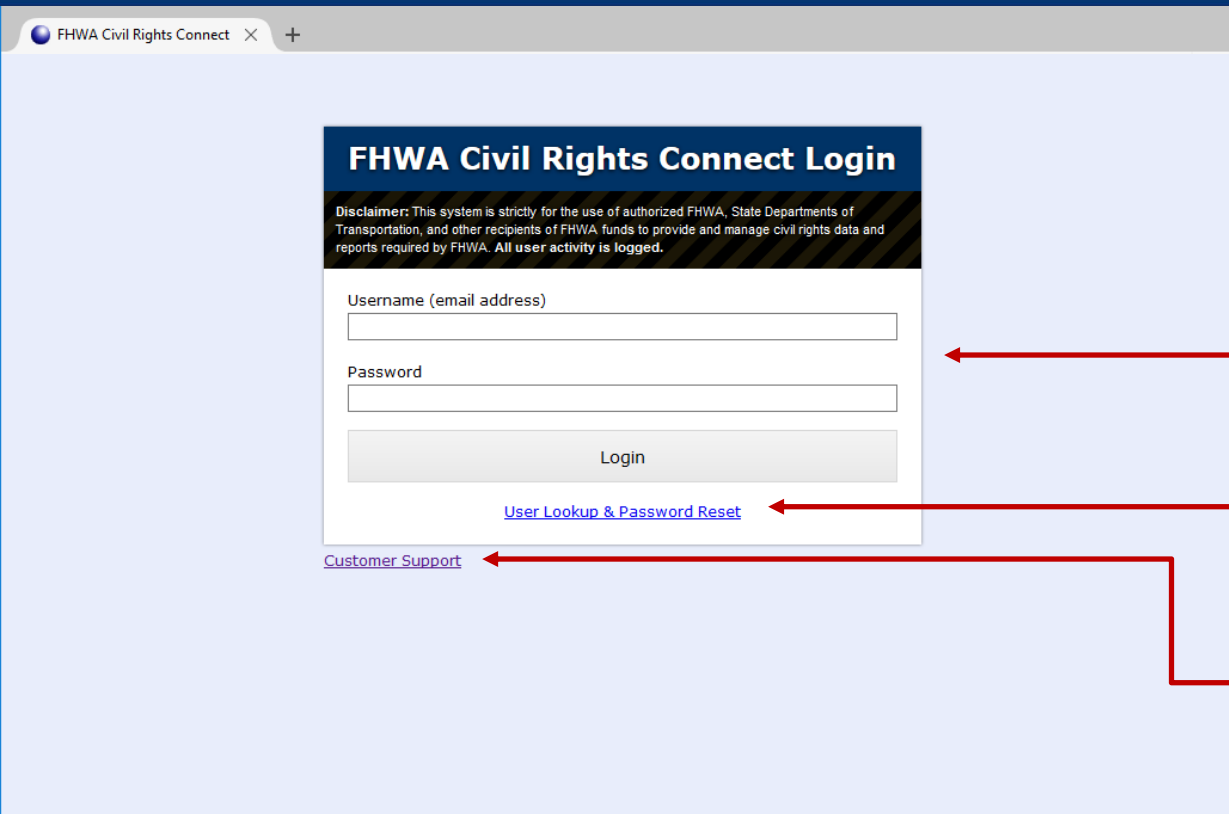
# Title VI Reports

- Recipient can complete, submit, and view Title VI Reports.
- Once submitted, recipients can “withdraw” a Title VI Report to make further edits.
- Title VI Reports may be returned to the recipient for update.
- Once approved, recipients cannot make any changes to a Title VI Report.
- Title VI Reports can be completed in parts; they do not have to be completed in one session. However, the form must be complete and accurate in order to submit to FHWA. There are no exceptions.

# Title VI Report Workflow



# System Login Page



User login.

Account lookup and password reset for existing users.

Customer support.

**System Web Address:**

**<https://FHWA.CivilRightsConnect.com>**

# Title VI Reports on Recipient Dashboard



## FHWA Civil Rights Connect

### Civil Rights Connect Dashboard

Account Profile

Test System

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

#### DBE Uniform Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	PENNDOT	Approved	10/1/2016 - 3/31/2017

[View All](#)

#### 1392 Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	PENNDOT	Not Started	2017

[View All](#)

#### Supportive Services Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	PENNDOT	Pending Submission	2017

[View All](#)

#### Title VI Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	PENNDOT	Not Started	2017

[View All](#)

#### ADA/Sec. 504 Reports

Actions	Recipient	Status	Period
<a href="#">view</a>	PENNDOT	Not Started	2017

[View All](#)

#### Alerts

Alert	Actions
Account profile hasn't been updated recently	<a href="#">Update</a>
DBE User Guide & Training	<a href="#">PDF, Video</a>
1392 User Guide & Training	<a href="#">PDF, Video</a>
Supportive Services User Guide & Training	<a href="#">PDF, Video</a>

#### Recipient Assignment Requests

Actions	Recipient	Status	Dates
<a href="#">view</a>	PENNDOT	Approved	Processed 3/27/17

[Request Recipient Assignment](#)

Recipient Dashboard shows pending Title VI Report.

# View New Title VI Report Record



## FHWA Civil Rights Connect

### Title VI Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services **Title VI** ADA/Sec. 504

[Return to Report List](#)

**This report has not been started.**

Steps to complete and submit this report:

1. Fill in the Title VI Form [required].
2. Upload the Title VI Narrative Report by clicking **Add File** at the bottom of the page [optional].
3. Upload any additional relevant supporting documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	<b>Not Started</b>
Report Period	2017
Report Due	6/30/2018
Title VI Form	<b>Not entered</b> <a href="#">Edit Title VI Form to complete</a>
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;"><a href="#">Save comments without submitting report</a></p>

[Add File](#) < Upload Narrative Report (optional)

[Submit Report](#)

Contact FHWA Help Desk | © 2017 B2Gnow

“Not Started” status first time recipient views record.

First step is to fill in the Title VI Form.

Record cannot be submitted until required data is entered.

# Title VI Report

FHWA Civil Rights Connect

CLOSE

## Title VI Annual Accomplishment Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportations (DOT) are asked to furnish this annual report on the status of their Title VI Activities. The questions below highlight the areas in which FHWA is seeking an understanding of efforts conducted by State DOTs on their Title VI activities.

This report covers activities performed during Federal Fiscal Year 2017.

Please answer the following questions for each category and attach the most recent annual Title VI accomplishment report and supporting documentation where appropriate. List only those activities that pertain to Title VI and are not DBE, ADA/SIEEO or Environmental Justice related. Click any ? icon for more information about a particular question, or contact your Division Civil Rights Specialist for assistance.

**Recipient**

Pennsylvania Department of Transportation

**Title VI Program Area Reviews - Internal** Reference: 23 C.F.R. § 200.9(b)(5)

1. Does your agency currently conduct program area reviews to ensure compliance with Title VI?

Yes  No

2. Program area reviews conducted

In column A please indicate the number of program area reviews conducted. In column B, indicate how many projects were included in the reviews from column A. If a review was not conducted please input "0" in both entries for the row. **DO NOT INCLUDE DBE RELATED REVIEWS.**

Program Area	A. Number Completed	B. Number of Projects Reviewed
Planning	<input type="text"/>	<input type="text"/>
Environment	<input type="text"/>	<input type="text"/>
Realty/Right of Way	<input type="text"/>	<input type="text"/>
Design	<input type="text"/>	<input type="text"/>
Construction	<input type="text"/>	<input type="text"/>
Finance	<input type="text"/>	<input type="text"/>
Professional Services Contracts	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

Standard Title VI form is displayed.

Recipient name auto-filled from profile.

Questions are grouped in sections.

# Title VI Report

CLOSE

## Title VI External Reviews

Reference: 23 C.F.R. § 200.9(b)(7)

3. Is your agency currently conducting program area reviews of sub-recipients? (ie: Cities, Counties, Metro Planning Organizations, etc.)

Yes  No

## Title VI Training

Reference: 23 C.F.R. § 200.9(b)(8)

4. How many trainings on Title VI were given internally to DOT staff?

Enter the number of trainings held:  (enter only a number)

5. How many trainings on Title VI were given to sub recipients?

Enter the number of trainings held:  (enter only a number)

## Title VI Complaints

Reference: 49 C.F.R. § 21.11(b); 23 C.F.R. § 200.9 (b)(3)

6. How many Title VI Complaints did the DOT receive during the last Federal Fiscal Year?

Enter number of complaints received  (enter only a number)

(DO NOT INCLUDE DBE RELATED COMPLAINTS)

## Title VI Commendable Practices

7. What data sources does your DOT rely on when conducting Title VI Reviews? =

Select all that apply:

- Census - American Community Survey 1 Year
- Census - American Community Survey 5 Year
- Census - 10 Year Decennial
- State DOT Collected Data
- State Education Data

# Title VI Report

- Census - American Community Survey 1 Year
- Census - American Community Survey 5 Year
- Census - 10 Year Decennial
- State DOT Collected Data
- State Education Data
- Other

8. Does your DOT have any Title VI Program Area Processes that they would like to highlight as Commendable Practices?

A commendable practice is anything you feel as though your DOT is doing very well in regards to the ADA Program. Enter 3-5 sentences on process(es) you would like to highlight or input "Not Applicable". Please also attach examples along with your Narrative Report.

## Narrative Report

Attach narrative report after completing and validating this form. Once the window has closed, click the **Add File** button and follow the instructions.

Submitting a narrative report is **optional** and may be dependent on whether any items above require a further explanation. Other supporting documents can be attached; however, FHWA would like to see a sample of Title VI Reviews/Assessments. Reports and examples may include pictures, charts, graphs and other accomplishment information.

## Submitted By

Name	Date
<input type="text"/>	<input type="text"/>

Enter data and click "Validate & Save Draft".



# Filling in the Form

FHWA Civil Rights Connect

CLOSE

### Title VI Annual Accomplishment Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportations (DOT) are asked to furnish this annual report on the status of their Title VI Activities. The questions below highlight the areas in which FHWA is seeking an understanding of efforts conducted by State DOTs on their Title VI activities.

This report covers activities performed during Federal Fiscal Year 2017.

Please answer the following questions for each category and attach the most recent annual Title VI accomplishment report and supporting documentation where appropriate. List only those activities that pertain to Title VI and are not DBE, ADA/SIEEO or Environmental Justice related. Click any ? icon for more information about a particular question, or contact your Division Civil Rights Specialist for assistance.

**Recipient**

**Pennsylvania Department of Transportation**

**Title VI Program Area Reviews - Internal** Reference: 23 C.F.R. § 200.9(b)(5)

1. Does your agency currently conduct program area reviews to ensure compliance with Title VI?

Yes  No

a. If yes, how many program area reviews were completed during the last federal fiscal year?  (enter only a number)

b. If yes, please briefly describe the process. Include 3-5 sentences on process used to conduct program area reviews for Title VI.

2. Program area reviews conducted

In column A please indicate the number of program area reviews conducted. In column B, indicate how many projects were included in the reviews from column A. If a review was not conducted please input "0" in both entries for the row. **DO NOT INCLUDE DBE RELATED REVIEWS.**

Program Area	A. Number Completed	B. Number of Projects Reviewed
Planning	<input type="text"/>	<input type="text"/>
Environment	<input type="text"/>	<input type="text"/>
Health/Right of Way	<input type="text"/>	<input type="text"/>

Answer each question.

Some questions will present “sub-questions” based on the answer selected/entered. Fill in answers to the sub-questions.

# Filling in the Form

CLOSE

## Title VI External Reviews

Reference: 23 C.F.R. § 200.9(b)(7)

3. Is your agency currently conducting program area reviews of sub-recipients? (ie: Cities, Counties, Metro Planning Organizations, etc.)

Yes  No

If yes, indicate how many reviews were conducted during the last federal fiscal year:  (enter only a number)

## Title VI Training

Reference: 23 C.F.R. § 200.9(b)(9)

4. How many trainings on Title VI were given internally to DOT staff?

Enter the number of trainings held:  (enter only a number)

Enter estimated total number of participants that attended:  (enter only a number)

5. How many trainings on Title VI were given to sub recipients?

Enter the number of trainings held:  (enter only a number)

Enter estimated total number of participants that attended:  (enter only a number)

## Title VI Complaints

Reference: 49 C.F.R. § 21.11(b); 23 C.F.R. § 200.9 (b)(3)

6. How many Title VI Complaints did the DOT receive during the last Federal Fiscal Year?

Enter number of complaints received  (enter only a number)

(DO NOT INCLUDE DBE RELATED COMPLAINTS)

a. Of these, how many were forwarded to the Federal Highway Administration?  (enter only a number)

b. For complaints that were not forwarded to FHWA, please briefly summarize in 3-4 sentences why (e.g. State DOT conducted the investigation, the complaint was sent to another agency, etc.). Enter "Not Applicable" if no complaints were handled internally.

# Filling in the Form

FHWA Civil Rights Connect

CLOSE

### Title VI External Reviews

Reference: 23 C.F.R. § 200.9(b)(7)

3. Is your agency currently conducting program area reviews of sub-recipients? (ie: Cities, Counties, Metro Planning Organizations, etc.)

Yes  No

If yes, indicate how many reviews were conducted during the last federal fiscal year:  (enter only a number)

### Title VI Training

Reference: 23 C.F.R. § 200.9(b)(9)

4. How many trainings on Title VI were given internally to DOT staff?

Enter the number of trainings held:  (enter only a number)

Enter estimated total number of participants that attended:  (enter only a number)

5. How many trainings on Title VI were given to sub recipients?

Enter the number of trainings held:  (enter only a number)

Enter estimated total number of participants that attended:  (enter only a number)

### Title VI Complaints

Reference: 49 C.F.R. § 21.11(b); 23 C.F.R. § 200.9 (b)(3)

6. How many Title VI Complaints did the DOT receive during the last Federal Fiscal Year?

Enter number of complaints received  (enter only a number)

(DO NOT INCLUDE DBE RELATED COMPLAINTS)

a. Of these, how many were forwarded to the Federal Highway Administration?  (enter only a number)

b. For complaints that were not forwarded to FHWA, please briefly summarize in 3-4 sentences why (e.g. State DOT conducted the investigation, the complaint was sent to another agency, etc.). Enter "Not Applicable" if no complaints were handled internally.

Click "Validate & Save Draft" at the bottom of the form to check your answers.

All questions and sub-questions must be answered before submission of the report.

Incomplete questions and sub-questions will be displayed with pink highlight.

# Title VI Report Complete

**Title VI Annual Accomplishment Report**

Upon request by the Federal Highway Administration (FHWA), State Department of Transportations (DOT) are asked to furnish this annual report on the status of their Title VI Activities. The questions below highlight the areas in which FHWA is seeking an understanding of efforts conducted by State DOTs on their Title VI activities. This report covers activities performed during Federal Fiscal Year 2017.

**The form is complete. Please click 'Save Draft & Continue' at the bottom of the form to return to the report summary. Then click 'Submit Report' to submit your report to FHWA for review.**

**Recipient**  
Pennsylvania Department of Transportation

**Title VI Program Area Reviews - Internal** Reference: 23 C.F.R. § 200.9(b)(5)

1. Does your agency currently conduct program area reviews to ensure compliance with Title VI?

**Yes**  
Number of program area reviews were completed during the last federal fiscal year: **3**  
Description of process: **Description**

2. Program area reviews conducted

Program Area	A. Number Completed	B. Number of Projects Reviewed
Planning	5	20

**Save Draft & Continue** Edit & Revalidate **Print** **Print to PDF**

If all questions and sub-questions are answered, a green bar will be displayed at the top.

Perform a final review of the answers entered.

Print final report to printer or PDF.

Once ready to continue, click "Save Draft & Continue".

# PDF of Title VI Report

## Title VI Annual Accomplishment Report

Upon request by the Federal Highway Administration (FHWA), State Department of Transportation (DOT) are asked to furnish this annual report on the status of their Title VI Activities. The questions below highlight the areas in which FHWA is seeking an understanding of efforts conducted by State DOTs on their Title VI activities.

This report covers activities performed during Federal Fiscal Year 2017.

### Recipient

Pennsylvania Department of Transportation

### Title VI Program Area Reviews - Internal

Reference: 23 C.F.R. § 200.9(b)(5)

1. Does your agency currently conduct program area reviews to ensure compliance with Title VI?

**Yes**

Number of program area reviews were completed during the last federal fiscal year:  
3

Description of process: **Description**

2. Program area reviews conducted

Program Area	A. Number Completed	B. Number of Projects Reviewed
Planning	5	20
Environment	3	10
Realty/Right of Way	3	5
Design	10	20
Construction	15	30
Finance	2	6
Professional Services Contracts	5	10
Other	0	0

### Title VI External Reviews

Reference: 23 C.F.R. § 200.9(b)(7)

3. Is your agency currently conducting program area reviews of sub-recipients? (ie: Cities, Counties, Metro Planning Organizations, etc.)

**Yes**

Number of reviews conducted during the last federal fiscal year: 5

### Title VI Training

Reference: 23 C.F.R. § 200.9(b)(9)

4. How many trainings on Title VI were given internally to DOT staff?

**5**

Estimated total number of participants that attended: **200**

5. How many trainings on Title VI were given to sub recipients?

**25**

Estimated total number of participants that attended: **400**

### Title VI Complaints

Reference: 49 C.F.R. § 21.11(b); 23 C.F.R. § 200.9 (b)(3)

6. How many Title VI Complaints did the DOT receive during the last Federal Fiscal Year?

**3**

Complaints forwarded to the Federal Highway Administration: **1**

Summary of complaints not forwarded to FHWA: **Summary**

### Title VI Commendable Practices

7. What data sources does your DOT rely on when conducting Title VI Reviews? =

**Census - American Community Survey 5 Year  
Census - 10 Year Decennial  
State Education Data**

8. Does your DOT have any Title VI Program Area Processes that they would like to highlight as Commendable Practices?

**Not Applicable**

### Submitted By

Name Date  
**Mary Scheel 5/4/2018**

# View Pending Title VI Report Record



## FHWA Civil Rights Connect

### Title VI Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services **Title VI** ADA/Sec. 504

Return to Report List

**This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the Title VI Form [required].
2. Upload the Title VI Narrative Report by clicking **Add File** at the bottom of the page [[optional].
3. Upload any additional relevant supporting documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	<b>Pending Submission</b>
Report Period	2017
Report Due	6/30/2018
Title VI Form	<b>Complete</b> > View Title VI Form Details
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right; font-size: small;">Save comments without submitting report</p>

**Add File** < Upload Narrative Report (optional)

**Submit Report**

Contact FHWA Help Desk | © 2017 B2Gnow

Status updated to "Pending Submission".

Title VI Form data complete.

Attach optional Narrative Report.

# Submit Pending Title VI Report



## FHWA Civil Rights Connect

### Title VI Report for Pennsylvania Department of Transportation

Test System

Main DBE/Part 26 1392 Supportive Services **Title VI** ADA/Sec. 504

Return to Report List

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

File saved.

**This report is pending submission.**

Steps to complete and submit this report:

1. Fill in the Title VI Form [required].
2. Upload the Title VI Narrative Report by clicking **Add File** at the bottom of the page [[optional].
3. Upload any additional relevant supporting documentation by clicking **Add File** at the bottom of the page [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status	<b>Pending Submission</b>
Report Period	2017
Report Due	6/30/2018
Title VI Form	<b>Complete</b> > <a href="#">View Title VI Form Details</a>
Comments	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Save comments without submitting report</a></p>

#### Files

Actions	Type	File	Added
<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>	Title VI Narrative Report	Title VI Narrative Report	5/5/2018 by Katherine Peters

Add Another File

**Submit Report**

Attached Narrative Report.

Submit report to FHWA.

# Confirm Submission



## FHWA Civil Rights Connect

### Title VI Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services **Title VI** ADA/Sec. 504

[Return to Report List](#)

File saved.

**This report is pending**

Submit this report for review?

Steps to complete and submit this report:

1. Fill in the Title VI Form [required].
2. Upload the Title VI Narrative Report [required].
3. Upload any additional relevant documents [optional].
4. When complete, click **Submit Report** at the bottom of the page [required].

Report Status: **Pending Submission**

Report Period: 2017

Report Due: 6/30/2018

Title VI Form: **Complete** > [View Title VI Form Details](#)

Comments:   
    
 [Save comments without submitting report](#)

#### Files

Actions	Type	File	Added
<a href="#">x</a> <a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>	Title VI Narrative Report	Title VI Narrative Report	5/5/2018 by Katherine Peters

[Add Another File](#)

[Submit Report](#)

Confirm submission.



# Title VI Report Submitted to FHWA Division



## FHWA Civil Rights Connect

### Title VI Report for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services **Title VI** ADA/Sec. 504

[Return to Report List](#)

Test System

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

The report has been submitted for review.

**This report is under Division review.** No further action is required at this time. If necessary, you can withdraw the report by clicking **Withdraw Report** at the bottom of the page.

Report Status	<b>Under Division Review</b>
Report Period	2017
Report Due	6/30/2018
Title VI Form	<a href="#">View Title VI Form Details</a>
Submitted	5/5/2018 by Katherine Peters

#### Files

Actions	Type	File	Added
<a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a>	Title VI Narrative Report	Title VI Narrative Report	5/5/2018 by Katherine Peters

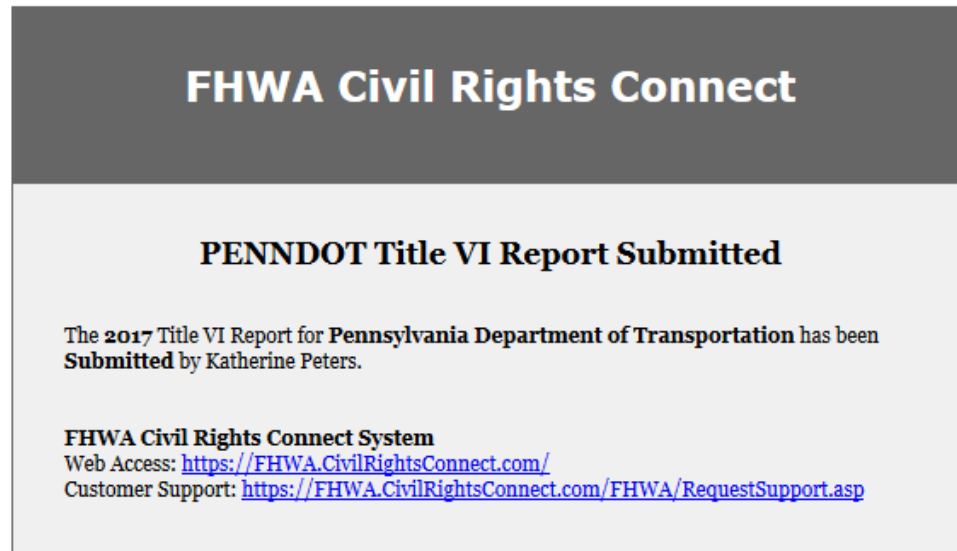
[Withdraw Report](#)

Submitted confirmation.

Status updated to “Under Review”.

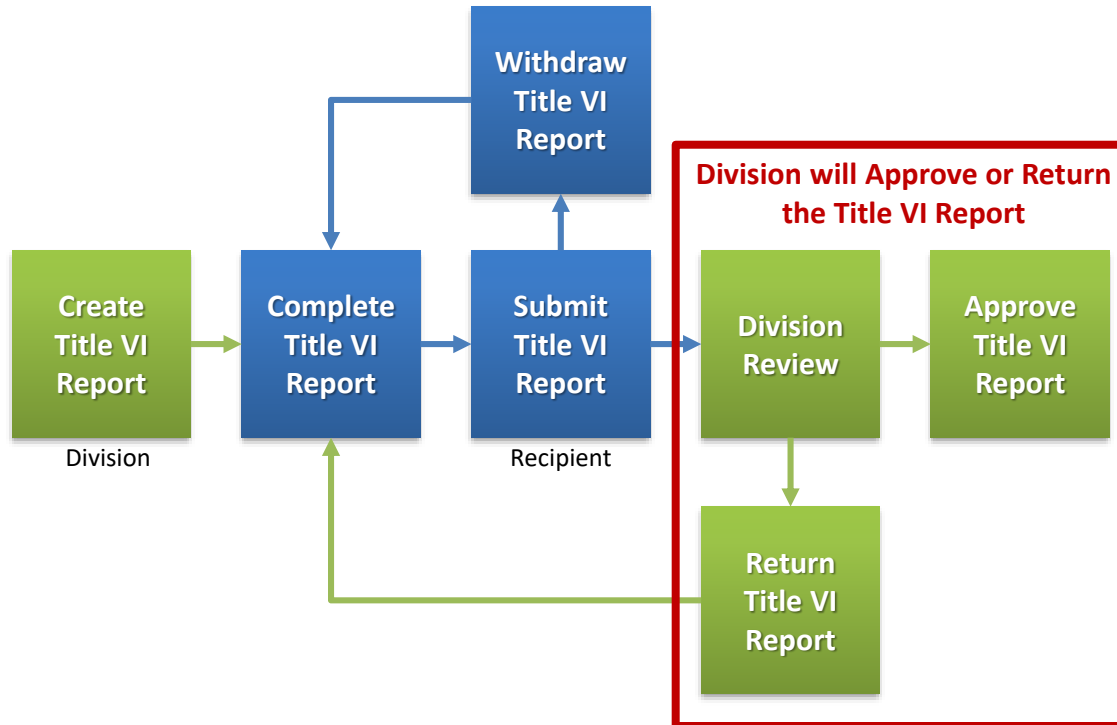
Report can be withdrawn if changes need to be made.

# Title VI Report Submission Confirmation Email



Confirmation email is sent to recipient; alert is sent to Division.

# Title VI Report Workflow



# Approval/Return Email Alert

## FHWA Civil Rights Connect

### **PENNDOT Title VI Report Approved**

The **2017** Title VI Report for **Pennsylvania Department of Transportation** has been **Approved** by Customer Support.

**FHWA Civil Rights Connect System**

Web Access: <https://FHWA.CivilRightsConnect.com/>

Customer Support: <https://FHWA.CivilRightsConnect.com/FHWA/RequestSupport.asp>

Email alert is sent to recipient of action taken.

# List of Recipient's Title VI Reports



## FHWA Civil Rights Connect

### Title VI Reports for Pennsylvania Department of Transportation

Main DBE/Part 26 1392 Supportive Services **Title VI** ADA/Sec. 504

Test System

Dashboard

Recipients

Document Vaults:

DBE

1392

Supportive Services

Title VI

ADA/Sec. 504

Account Profile

Print Page

FHWA Help Desk

Logoff

Actions	Status	Period
<a href="#">view</a>	<span>✔ Approved</span>	2017

Approved Title VI Report.

# FHWA Civil Rights Connect

## Contact Information

**General Questions & Assistance:** Contact your FHWA Division  
Civil Rights Specialist

**System:** <https://FHWA.CivilRightsConnect.com/>

**Technical Support:** Use Help Desk link in system

